



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION ♦ LOS ANGELES, CALIFORNIA 90012
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

October 1, 2004

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **FIFTH ANNUAL TRAINING ACADEMY GRADUATE RECEPTION**

Enclosed is an invitation to a reception on Wednesday, October 20, 2004, from 1:00 p.m. to 4:30 p.m. at Friendship Auditorium for recent graduates from the following Los Angeles County Training Academy Certificate Programs:

Section Head – *Managing Today: A Skills Approach*
Administrative Analyst/Assistant – *Staff Leadership: Analytical Tools & Techniques*
Administrative Intern
Budget & Finance – *The Strategic Perspective on Budget and Finance Management*
Contract Manager/Analyst - *Leadership through Contract Management and Administration*
Division Chief – *Leadership Essentials for County Managers*
Fiscal Operations - *Fundamentals of Fiscal Operations*
Human Resources Technical - *Recruitment & Selection: In a Strategic Human Resources Environment*
Human Resources Technical - *Legal Environment: Employee Relations and Discipline*
Trainer Development

We will recognize the accomplishments of these employees for their dedication and hard work as well as the commitment of each department in their support of these programs. Your presence as a Department Head would be a tribute to the County managers and employees who have completed their certificate programs. If your department has graduates, your department's training coordinator will receive a list of those employees.

We would also like to thank you for supporting the Los Angeles County Training Academy and recognizing the importance and benefits that continual learning can bring to the County, your employees, and our clientele.

I hope that you will be able to join us to congratulate the employees who have made this program a success.

Please RSVP by Wednesday, October 13, 2004, to Robin Suarez at (213) 738-2125, or rsuarez@dhr.co.la.ca.us.

MJH:TJH
LT:RAS

Enclosures

c: Each Supervisor
Administrative Deputies
Personnel Officers
Training Coordinators

To Enrich Lives Through Effective and Caring Service